

Application for
RECORDS DISPOSITION STANDARD

1. Application Date February 11, 1975	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received APR 11 1975 Application No. 75-106 Date Completed APR 24 1975	
2. Agency Application No. DHR-DPH-40			
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Human Resources Radiological Health Services Unit - Division of Physical Room 426-S 1256 Briarcliff Road / Health Atlanta, Georgia 30306		4. Person to Contact Mr. Henry P. Copeland	
		5. Working Title Chief X-ray Service	6. Tel. No. 894-5795

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 to present	9. Exact Series Title X RAY/LASER/MICROWAVE SAFETY SURVEY/INSPECTION FILES
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10. What is the function of the office in which this record series is created?

The Division of Physical Health is responsible for the administration, direction and coordination of the physical health programs throughout the State. This is accomplished by establishment health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision and construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.

The Radiological Health Unit has the responsibility of conducting a program of radiation hazard management so that the benefits of using radioactive materials, x-ray and microwave generating devices and electrical power generated by using nuclear fuel, all outweigh the hazards associated with these sources. Laboratory support effort is conducted which is vital to assist in quantifying the levels of radioactive contamination which can be harmful to man.

11. This file contains the following documents (include form numbers and titles, if any and file arrangement).

Documents relating to surveying and inspecting x-ray, laser and microwave generating devices.

Included are unnumbered forms used for surveys and inspections (of such devices such as fluoroscope, microwave oven, television, and various x-ray units in offices of physicians, hospitals, clinics, dentists and veterinarians) from which determination can be made as to safety of equipment; copy of notice to facility, when machine not in compliance with safety regulations, stating what is required to meet radiation safety regulations; monthly report of radiation control activity; and a copy of Georgia Radiation Control Act No. 936, 1964 Session of the General Assembly.

The file is arranged alphabetically by county, thereunder alphabetically within category such as hospital, physician, dentist, podiatrist, veterinarian, etc., thereunder alphabetically within category.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	10	15		1/2	3/4
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				24	
North and South Regions (Southern Regional Office in Brunswick)				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	information	cumulative
				50	to 60

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series?

YES

NO

☒

☐
14. Is there a duplication of this series in another office or agency?

☐

☒
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. *Summary of activities reported monthly to Director of Environmental Health Section*

☒

☐
16. Does the series contain classified information requiring security handling?

☐

☒
17. Does the series initiate, amend or terminate agency policies and procedures?

☐

☒
18. Could the function be performed if the files were lost or destroyed? *with great difficulty*

☒

☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

☐

☒
20. Does the record series provide data as input to an EDP file?

☐

☒
21. Does the record series contain documentation produced as EDP printout?

☐

☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files?

☐

☒
23. Will there be a need for these records 10, 15 years from now? If yes, what?

☐

☒

24. REQUIREMENTS. The following requires the files to be kept 7 years:

a. ☐ STATE LAW Regulation

b. ☐ STATUTE OF LIMITATION

c. ☐ AUDIT PERIOD

d. ☐ FEDERAL LAW

e. ☒ ADMINISTRATIVE DECISION

f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Survey/Inspection information is cumulative. The information is needed by survey officers for scheduled inspections and for special problems which may require a special inspection. Also, frequent telephone inquiries make it necessary to have all the information in the office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Active Files, then:

Upon notification that device is no longer in use, place folder in inactive file. When survey/inspection documents reveal that devices are in compliance with all safety regulations, destroy survey/inspection documents and supporting papers which have been held for 7 years. Earlier disposal is authorized.

Maintenance instructions: Remove and destroy eligible documents as current survey/inspection documents are filed.

Inactive Files

Cut off inactive file at the end of each calendar year; hold in current files area for 7 years; then destroy, except that when devices are reinstalled, transfer folder to active files.

(Indicate briefly rationale for recommendations above/or write additional remarks):
Frequently emergencies arise, at which time information from file is needed for immediate attention.

Records Management Officer (Signature) Date		OTHER REQUIRED SIGNATURES		DATE
<i>William M. Dixon Feb 25 1975</i>				
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>Richard H. Jitz</i>	<i>William M. Dixon</i>	3-3-75
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee			4-22-75
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
STATE RECORDS COMMITTEE	Secretary of State/Designee	<i>Carroll Hart</i>	<i>M. M. J. J. J.</i>	4-21-75
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee			4-23-75
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			